
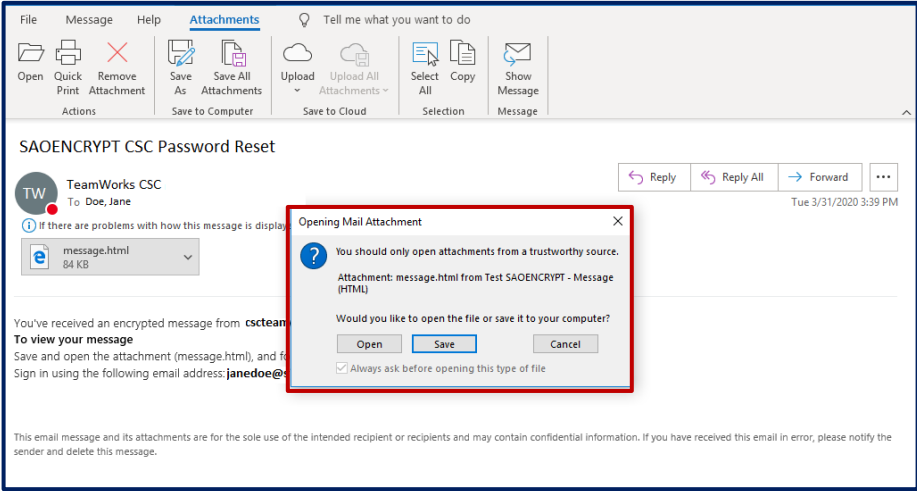
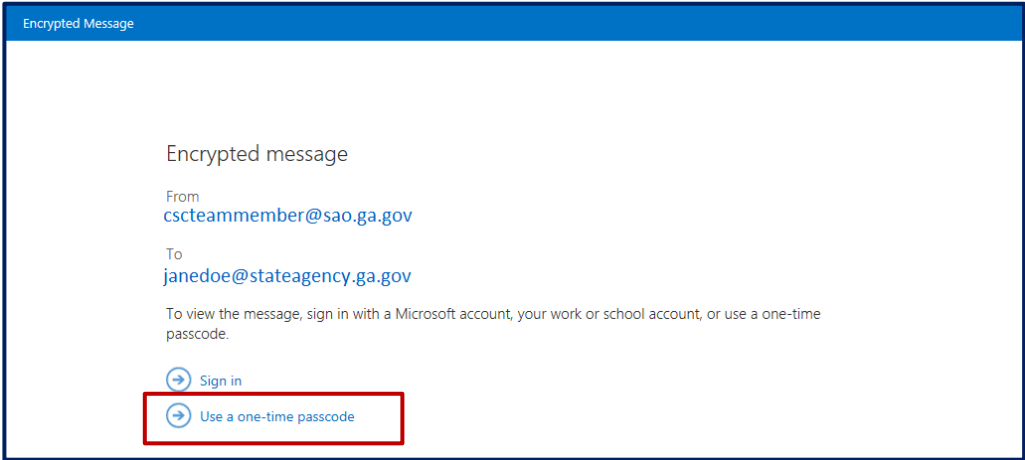


## Opening Encrypted Emails

Step	Action
1.	<p>Begin by clicking on the <b>drop-down arrow</b> next to the message.html attachment.</p>  <p>Click [<b>Open</b>].</p>
2.	<p>Click [<b>Open</b>] from <b>Opening Mail Attachment</b> dialog box.</p> 
3.	<p>Click [<b>Use a one-time passcode</b>].</p> 

Step	Action
4.	<p>Return to your <b>Email</b> to retrieve the one-time passcode.</p> <p><b>Note:</b> If the one-time passcode email does not appear in your Inbox, confirm other mailbox folder locations i.e. Spam, Other or Junk Email.</p> <div data-bbox="418 453 1269 892" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Your one-time passcode to view the message</p> <p>Microsoft Office 365 Message Encryption &lt;MicrosoftOffice365@messaging.microsoft.com&gt; To: Doe, Jane</p> <p>CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.</p> <div style="border: 2px solid red; padding: 5px; text-align: center; margin: 10px 0;"> <p>Here is your one-time passcode <b>19528401</b></p> </div> <p>To view your message, enter the code in the web page where you requested it.</p> <p>NOTE: This one-time passcode expires 15 minutes after it was requested.</p> <p>Don't want to use one-time passcode every time you get a protected message? Use your email address to <a href="#">create a Microsoft account</a></p> </div> <p>Return to the <b>Encrypted Message</b> dialog box.</p>
5.	<p>Type the code in the <b>One-time passcode</b> field.</p> <div data-bbox="406 1045 1281 1493" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Encrypted Message</p> <p>We sent a one-time passcode to janedoe@stateagency.ga.gov</p> <p>Please check your email, enter the one-time passcode and click continue. The one-time passcode will expire in 15 minutes.</p> <p>One-time passcode <input type="text" value="19528401"/></p> <p><input type="checkbox"/> This is a private computer. Keep me signed in for 12 hours.</p> <p><a href="#">Continue</a></p> <p>Didn't receive the one-time passcode? Check your spam folder or <a href="#">get another one-time passcode</a>.</p> </div> <p>Click <b>[Continue]</b>.</p>
6.	<p>Open the appropriate browser application.</p>
7.	<p>Enter your <b>[User ID]</b> and temporary password in the <b>[Password]</b> field (as indicated on the email).</p> <p>Click the <b>[Sign In]</b> button.</p>